

# IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

## HUMAN RESOURCES ENTERPRISE

### MOTOR VEHICLE OFFICER

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#### DEFINITION

Enforces state laws and federal regulations on commercial vehicles to protect public property and life as a certified peace officer by inspecting commercial vehicles for proper weight, dimensions, fuel tax permits, bills of lading, safety equipment, permits to haul contents, registration for commercial operations, and conformance to operational laws to ensure the preservation of the highway system; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

#### WORK EXAMPLES

Checks commercial motor vehicles for compliance, including appropriate operator's license, log books, and health certificates; observes drivers for impairment and places unsafe drivers out of service.

Inspects essential mechanical components and safety equipment of commercial motor vehicles such as brake system, suspension, steering components, lights, wheels, tires, and security of load for compliance with federal safety regulations and state law and places unsafe drivers and vehicles out of service.

Delivers and facilitates training or educational presentations to the commercial vehicle industry, law enforcement agencies, other governmental agencies, and the public.

Checks motor vehicles for compliance with motor vehicle weight, dimension laws, and regulations including over dimensional permits, fuel tax permits, registration receipts, authority documents, and insurance documents.

Issues citations or warnings to violators to ensure compliance with established procedures and regulations; arrests violators of motor vehicle and criminal law, collects bond, or transports to local magistrate's court and/or jail.

Operates state-of-the-art stationary scale facilities and weighs vehicles on portable scales in the field.

#### COMPETENCIES REQUIRED

Knowledge of the legal and regulatory requirements of the Code of Iowa and Federal Motor Carrier Safety including Federal Hazardous Materials Regulations pertaining to commercial vehicles, such as licensing, equipment, registrations, bills of lading, applicable permits and others relating to the truck industry.

Knowledge of computers and related software applications.

Ability to read and write English.

Ability to understand and follow verbal and written directions/instructions given in English.

Ability to accurately measure and weigh vehicles using stringlines, tapes, and scales.

Ability to establish and maintain effective working relationships with other state and local law enforcement officials.

Ability to communicate effectively, both orally and in writing, to relate the results of inspections and provide general information to the public, the courts, attorneys, and other law enforcement agencies.

Ability to understand, apply, and enforce applicable criminal and traffic sections of the Code of Iowa.

Ability to make accurate arithmetic computations in calculation of fines and fees to include addition, subtraction and multiplication.

Ability to lift and carry objects weighing up to 40 pounds, such as portable scales.

Ability to develop and present training materials to others.

Ability to appropriately respond and control tense situations.

Ability to work with diverse and sometimes antagonistic constituent groups to develop consensus on enforcement issues.

Skill in the use of firearms.

Sufficient physical mobility and dexterity to allow the successful inspection of vehicles and cargo (bending, reaching, crawling, climbing, etc., in and around vehicles, trailers and equipment) and to make physical arrest and protect oneself and public.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Candidates for these positions, in accordance with Iowa Administrative Code 501, Chapter 2 must:

- a) Be a United States citizen and a resident of Iowa (or intend to become a resident upon hire).
- b) Be eighteen years of age at the time of hire.
- c) Possess a valid driver's license issued by the State of Iowa (or be eligible to obtain one upon hire).
- d) Possess a high school diploma or GED equivalency certificate.

#### **NOTE:**

In addition, a post employment requirement of these positions is graduation and certification from an academy approved by the Iowa Law Enforcement Academy (ILEA) Director and Council. Additional qualifications needed for admittance to an ILEA approved academy are as follows:

- a) Pass drug-screening requirements.
- b) Pass a background investigation (including a fingerprint search conducted through local, state and national fingerprint files).
- c) Have no felony convictions or involvement in crimes of moral turpitude.
- d) Pass a physical agility test.
- e) Willingness to use force when necessary to fulfill duties of job.
- f) Have uncorrected visions of not less than 20/100 in both eyes (corrected to 20/20) and normal color vision.
- g) Have normal hearing in each ear.
- h) Pass a physical examination by a licensed physician.
- i) Pass cognitive and personality tests.
- j) Pass a firearms qualifying test.
- k) Pass a polygraph test.

Effective Date: 01/13 BR